



CADET, CALIFORNIA HIGHWAY PATROL OPEN

(This Bulletin cancels and supersedes all previously dated Bulletins.)

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

THE MISSION OF THE CALIFORNIA HIGHWAY PATROL INCLUDES ENSURING THE HIGHEST LEVEL OF SAFETY, SERVICE, AND SECURITY TO THE PEOPLE OF CALIFORNIA, AND TO ASSIST GOVERNMENTAL AGENCIES. OUR MISSION IS ACCOMPLISHED THROUGH STRONG ORGANIZATIONAL VALUES: RESPECT FOR OTHERS; FAIRNESS; ETHICAL PRACTICES; AND EQUITABLE TREATMENT FOR ALL.

Test dates are set by the California Highway Patrol (CHP). Testing is considered continuous, as dates can be set at any time, and the eligibility list is merged with the statewide certification list. *Initial application must be made on the scannable Cadet Application, CHP 678.*

OPEN - This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR TO A LOCAL CHP OFFICE.

MONTHLY PAY RANGE:

CADET, CHP \$3868 - \$4805 (Includes seven hours mandatory paid overtime each month.)

(Upon graduation from the CHP Academy, cadets are promoted to the classification of Officer, CHP.)

OFFICER, CHP \$4740 - \$5762

HOW TO APPLY:

The CHP accepts applications continuously, and notifies and tests applicants as needs warrant. Applications must be filed utilizing the preaddressed envelope provided with the Cadet Application, CHP 678. (Please do not return the instruction sheet with the application.)

Identification Required - Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

Education - Equivalent to completion of the 12th grade. Equivalence to graduation may be demonstrated only by the following: (1) possession of a high school diploma from a U.S. institution; (2) passing the California High School Proficiency Examination; (3) passing the General Education Development (GED) Test; or (4) possession of a degree (Associate of Arts or higher) from an accredited college or equivalent degree (units from an institution, certificate, diploma) approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.

Age Limitation - Age limits for participation in the examination are 20 to 35 years (as of the written test date). The minimum age for appointment is 21 years.

Citizenship Requirement - Under the provisions of California Vehicle Code Section 2267, no person shall be appointed as a member of the CHP who is not a U.S. citizen. Persons who are not citizens may compete in the examination for this classification, but must show proof of citizenship before an appointment can be made.

Felony Disqualification - Under the provisions of Government Code Section 1029(a), persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this classification.

ADDITIONAL REQUIREMENTS:

Driver License - Possession of a valid class C driver license issued by the California Department of Motor Vehicles is required. Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment.

Special Personal Characteristics - Interest in law enforcement work; willingness to work throughout the state, at night and at unusual hours; willingness to work under strict discipline; satisfactory record as a law-abiding citizen; professional demeanor; keenness of observation; neat

personal appearance; problem solving; good communication skills with diverse groups of people; tact; reliability.

Special Physical Characteristics - Good health, sound physical condition; freedom from any physical or mental condition that would interfere with the full performance of the essential duties of an Officer, CHP; effective use of both hands; strength, endurance and agility; normal hearing; normal vision function and visual acuity. If eyeglasses or hard contact lenses are worn, uncorrected vision must be no less than 20/40 in each eye and corrected to 20/20 in each eye. Applicants who have successfully worn soft contact lenses for at least 12 months are not required to meet an uncorrected standard as long as their corrected vision is 20/20 in each eye. Normal color vision as assessed by the Farnsworth-Munsell D-15 test (wearing an X-Chrom lens during vision testing is prohibited); and weight proportional to age and height.

Additional Desirable Qualifications - Education beyond the 12th grade.

Drug Testing Requirement - Applicants for positions in this classification are required to pass a drug screening test.

THE POSITION:

The classification of Cadet, CHP, is a recruiting and training classification for qualified persons to learn the duties of an Officer, CHP. Persons in this classification undergo a formal comprehensive training program of 27 weeks at the CHP Academy in West Sacramento. Cadets must successfully complete all Academy courses including academic classes, physical training, vehicle operation and the use of weapons, in order to promote to the classification of Officer, CHP. As an Officer, the person would assume the full responsibilities of vehicle patrol, accident investigation, community oriented policing, administration of first aid, apprehension and arrest of suspected violators, problem solving; conflict resolution; and other related duties. Officer assignments are made throughout the state, although the majority of initial assignments are made to major metropolitan areas.

EXAMINATION INFORMATION:

NOTE: Applicants may have only one active application in process at a time.

The examination consists of a pass/fail written test, a pass/fail Physical Ability Test, and Qualifications Appraisal Panel interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. All competitors must subsequently pass a psychological evaluation, medical examination, and background investigation prior to appointment to the CHP Academy.

Written Test - Pass/Fail

Scope:

The written test is designed to measure the competitor's ability to:

1. Read and understand written communications.
2. Write clearly, using correct grammar and spelling.

Written Test Waiver - Persons who have passed the Cadet, CHP, written test since April 1, 1990, may compete in this examination without retaking the written test. However, a new application, Physical Ability Test, and Qualifications Appraisal Panel interview are required.

Physical Ability Test - Pass/Fail

Scope:

Competitors who successfully pass the written test are required to take a pass/fail Physical Ability Test. This test consists of physical ability exercises that measure endurance, flexibility, and strength.

Qualifications Appraisal Panel Interview - Weighted 100%

Scope:

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

The Qualifications Appraisal Panel will evaluate the competitor's ability to:

- 1.Learn rules and regulations.
- 2.Think clearly and logically, and apply general rules to specific situations.
- 3.Observe and record events accurately and completely.
- 4.Effectively communicate with supervisors and peers.
- 5.Analyze situations accurately, think and act quickly in emergencies, and adopt an effective course of action.
- 6. Follow directions and function effectively in a paramilitary setting.

Eligible List - Competitors' eligibility expires after 24 months.

Veterans preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points in a timely manner. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

HIRING INFORMATION

Competitors receiving the highest scores in the Qualifications Appraisal Panel interview may receive a conditional commitment to hire at which point they would be required to pass each of the following components of the selection process:

Background Investigation: The CHP conducts a complete background investigation to determine the competitor's suitability to become a peace officer. Information collected for a background investigation is distinct from that required on the application form which is filled out prior to the examination. You will be required to divulge arrest and conviction information on the background investigation form that is not required of you when completing the scannable Cadet Application (CHP 678), and the standard state application (STD 678, Rev. 12-01) that you submit for the interview. Fingerprints of competitors are also taken as part of the background investigation.

Truth Verification: In the initial stage of the background investigation, all competitors will be required to undergo a truth verification examination during which Computer Voice Stress Analysis will be utilized to verify the integrity and accuracy of the information submitted regarding the use of controlled substances; driving, criminal, medical, and employment history; and other job-related factors.

Medical Examination: The medical examination is performed by a licensed physician. Because of the essential duties of the position, there are several potential causes for medical disqualification: back defects revealed by x-ray, history of back difficulty, problems with digestion, any cardiovascular abnormality, pelvic bone or tissue abnormalities, or any nervous or emotional disorder.

Psychological Evaluation: The psychological evaluation ensures competitors are free from any mental or emotional conditions which would impair their job performance. The evaluation consists of objective written exercises and a clinical interview with a psychologist or a physician.

GENERAL INFORMATION

Application: If you meet the requirements stated on the reverse, you may file for this competitive examination. Cadet Applications (CHP 678) are available at all CHP offices. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in this examination will be compared with the performance of others who take this examination, and each competitor who achieves a passing score will be ranked according to their scores. Applications (STD 678, Rev. 12-01) are available at the State Personnel Board (SPB) office and CHP offices. If you have questions about the position, or the procedures to be followed in this examination, you should contact your local CHP area office for information.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Competitor's Notice: If a competitor's notice of written examination, physical ability test, or interview fails to reach the competitor prior to the day of the test due to a verified postal error, the competitor must contact the CHP Cadet Selection Program at (916) 375-2530 to be rescheduled.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: The written test is given in several locations throughout California as the number of competitors and conditions warrant. Ordinarily, Qualifications Appraisal Panel interviews are scheduled in Redding, Sacramento, San Francisco, Fresno, Los Angeles, San Diego, San Bernardino, and San Luis Obispo. However, locations of interviews may be limited or extended as conditions warrant.

Veterans Preference: Government Code Section 18973.5(a) defines an entrance examination, for purposes of awarding veterans preference credits in open and open promotional examinations as "...any open competitive examination other than one for a classification having a requirement of both college graduation AND two or more years of experience." Government Code Section 18973.5(b) requires that veterans preference credits be awarded in all qualifying entrance examinations in which a veteran competes and that no veterans credits shall be allowed once a veteran achieves permanent civil service status (successful completion of the probationary period for the classification of hire). In open examinations, veterans, widows, or widowers of veterans, and spouses of disabled veterans will receive veterans points: 15 points for disabled veterans; 10 points for other veterans. Directions for applying for veterans preference points are on the Application for Veterans Preference form (SPB 1093) which is available from SPB offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the **California Relay Service**, call the following telephone numbers: if you have a TDD, call 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.

AUTOMATIC DISQUALIFICATION CRITERIA

During the selection process for the Cadet, CHP, classification, each candidate will be evaluated to determine whether he/she possesses the personal characteristics that are required for employment as a law enforcement officer. Such an evaluation requires that job relevant inquiries be conducted to provide insight regarding the candidate's personal history. During this evaluation process, questions relating to driving, drug usage, and arrests and convictions will be asked of each candidate to help determine whether he/she possesses the qualifications that are required to become a law enforcement officer.

The recency of an indiscretion is a critical consideration in evaluating whether a candidate has matured or learned from the experience. To ensure that all candidates are evaluated according to the same standard, automatic disqualification criteria have been established for various acts that are in direct conflict with the duties of an Officer, CHP. The following is a list of derogatory issues that may warrant automatic disqualification from the selection process for Cadet, CHP.

- Drug Use:** Use of any controlled substance deemed to be unlawful under the statutes of the State of California may be cause for automatic disqualification. An automatic disqualification for drug use is based primarily on the type of substance and the time frame involved.
- Misdemeanor Conviction:** Conviction of a misdemeanor violation relating to driving while under the influence of alcohol and/or drugs may warrant automatic disqualification. This disqualification criterion may apply even in the case of a reduction of a charge of Driving Under the Influence of alcohol/drugs to Reckless Driving.
- Felony Conviction:** Any felony conviction is cause for automatic disqualification. A conviction that has been expunged and/or sealed could or may be cause for automatic disqualification.

For further information relating to automatic disqualification criteria, please contact the Cadet Hiring Unit at (916) 375-2180. Rev. 12/04